



Hi **Name**:

The ACEC Research Institute is pleased to welcome **Firm Name** to the **Diversity Roadmap: The DEI&B Maturity Model for Engineering & Design Services!** As a member of ACEC, your firm is entitled to participate and utilize this resource at no additional charge.

Thank you to [Zweig Group](#) for sponsoring this valuable tool.

Please retain this email as it contains information on accessing the platform and completing the initial survey. Please note your user ID and password for the Diversity Roadmap is separate from your regular ACEC.org login.

Access To the Site

Access the online survey site here: <https://diversityroadmap.acec.org>

Your User Name: **UserName**

Your temporary password: **Password**

This is a one-time temporary password and is case-sensitive. With your first log in, you will be required to accept the Terms of Use, answer a secret question, create a password of your choosing before beginning the survey.

Key Points

- Data collection is now open for your 2022 data.
- Once in the survey, you will find the export report icon on the home page that allows you to download all the questions in the platform, with or without your

answers. This spreadsheet can be used to help compile data and can be shared with others.

- The [User Guide](#) will help answer many of your how-to questions. It can also be found on the Support page in the survey.
- The Survey is divided into sections that contain categories of questions. You can begin in any section and complete the survey questions in any order.
- The progress bar on the home page will track your overall progress and the icons will help you see any areas not completed.
- Come back as often as needed to complete the survey. All data is saved as you go.
- In order to access results when they are released, members must answer all of the questions.

Questions

Reference the *Support* page accessed via a link in the upper right-hand corner of the platform website. If you are still in need of further assistance, please contact Association Support at: institute@acec.org.

Thank you.